

Long Term Plan 2021-2031 – Approval of Source Documents for LTP Consultation

Meeting: Kaipara District Council
Date of meeting: 24 February 2021
Reporting officer: Diane Miller, Strategic Planning Advisor

Purpose/Ngā whāinga

To summarise the source documentation for the LTP Consultation, provide a stocktake of source documents previously adopted and adopt the remaining documents.

Executive summary/Whakarāpopototanga

Council is working towards adopting a new Long-Term Plan (LTP) in June 2021, covering the years 2021 to 2031. Consultation with the community is via a Consultation Document (CD) that is prepared according to legislative requirements, is audited and provides high level information on financial and infrastructure management, along with the key areas on which Council is consulting on. Adoption of the CD is a separate item on this council agenda.

The CD is informed by various source documents that aim to provide the public with more in-depth information about the 10-year budget and what is proposed, should they want to read further. This report summarises the source documents already adopted and seeks adoption of others, prior to Council adopting the CD.

Recommendations/Ngā tūtohunga

That the Kaipara District Council:

- a) Notes that the following documents have previously been adopted by Council as part of the Long-Term Plan 2021-2031:
 - Vision and Community Outcomes
 - Significance and Engagement Policy
 - Revenue and Finance Policy
 - Remissions Policies (4)
 - Financial Contributions Policy
 - Treasury Policy
- b) Notes that reports seeking adoption of the Financial Strategy and the Development Contributions Policy as part of the Long-Term Plan 2021-2031 are part of this February meeting agenda
- c) Adopts the following additional source documents as part of the Long-Term Plan 2021-2031:
 - Significant Forecasting Assumptions
 - Infrastructure Strategy
 - Strategic Activity Management Plans (7) including Strategic Activity Management Overview
 - Activity Profiles (9) including Introduction to Activity Profiles
 - Environmental Scan 2020

- d) Delegates the Mayor and Chief Executive the authority to approve any changes in response to Auditors' feedback, and any minor editorial changes that do not alter the intent of the documents, made in consultation with the Auditors.

Context/Horopaki

Before completing and adopting the LTP Consultation Document, Council is required to adopt the strategies, policies and plans that provide the source material for the Consultation Document. All of this information is reviewed and approved by Council's auditors under section 93C of the Local Government Act (LGA) 2002.

The LTP documentation has been in progress for more than 10 months, and Council have adopted approximately half of the required documents with the remaining included in this report. In preparation for this meeting, information that informs the source documents has been shared and confirmed with elected members during monthly LTP briefings.

The source documents that remain to be adopted are outlined below along with a brief background:

Significant Forecasting Assumptions (Refer **Attachment A**) – shared with elected members at the December LTP Briefing, since completed and ready for Council adoption. These assumptions are based on projections on aspects of the economic, legal, demographic and social environment that may affect Council business in the future but that cannot be specifically quantified at this time.

Infrastructure Strategy (Refer **Attachment B**) – completed and ready for Council adoption. The creation of this Infrastructure Strategy has been driven from a bottom-up approach - the draft Strategic Activity Management Plans (SAMPs) and from a top-down Spatial Plans and vision/community documents. The approach is very different from previous infrastructure strategies and seeks to provide the Council with a clear and transparent infrastructure prospectus, which it can use for future discussions with the community and its funding and infrastructure partners. Council staff incorporated elected member feedback received through the September LTP briefing.

Strategic Activity Management Plans (Refer **Attachment C**) – completed and ready for Council adoption. These plans provide detailed programmes of work for each activity in the early years of the LTP with more general estimates for the later years. Council staff at the Northland Transportation Alliance incorporated elected member feedback received through the September LTP Briefing, and the Strategic Asset Management Plans from the remaining infrastructure groups incorporated elected member feedback from the July LTP briefing.

Activity Profiles (Refer **Attachments D and E**) – completed and ready for Council adoption. Council staff incorporated elected member feedback received most recently through the September LTP Briefing and from an earlier July LTP Briefing.

Financial Strategy - completed and ready for Council adoption as a separate report on this agenda. The Financial Strategy includes the principles Council use for setting the quantum and distribution of rates, how Council will manage debt and fund activities. Council staff incorporated feedback received through the January LTP briefing.

Development Contributions Policy – completed and ready for Council adoption as a separate report on this agenda. The Development Contributions Policy provides predictability and certainty about the funding required and development contributions payable to meet the increased demand for community facilities resulting from growth and new development.

Discussion/Ngā kōrerorero

Kaipara District Council has been working on direction setting for the LTP since early 2020. This has included a complete policy review, the creation of financial and infrastructure strategies and council activity reviews and the relating performance measures. Some of the information that has

underpinned these documents around growth assumptions, for example, is included in Kaipara's recently published Environmental Scan.

The documents that are used to inform the LTP Consultation Document are collectively referred to as the "source documents". Council are required to adopt the source documents, and policies before the adoption of the Consultation Document.

Options

- 1. Council adopts the source documents outlined in this report.** This will ensure that the LTP process remains on track to be delivered within statutory timeframes. This is the recommended option.
- 2. Council does not adopt the source documents presented.** If this option is selected staff will require direction on the reasons and changes required. The LTP process would need to be re-scheduled and it could impact the adoption of the final LTP within legislative timeframes. There would be an increase in costs with this option due to subsequent re-auditing of the documents. The adoption of the CD would also need to be deferred.

Policy and planning implications

These documents relate to all the major policies that will guide the Council for the next three years when the LTP is reviewed, or earlier should there be any amendment to the LTP after it is adopted in June 2021.

Fees and Charges, Development Contributions and the Revenue and Finance Policy have been updated recently, and these changes will be consulted on at the same time as the LTP Consultation Document.

Financial implications

These documents include all the levels of service and their costs, together with the source of funds to pay for these services. They will be used, once inclusive of any amendments from feedback from the communities of Kaipara, to set the rates for the 2021-2022 financial year.

Risks and mitigations

Risk	Mitigation
Council does not adopt the remaining source documents impacting timeframes to complete the consultation and deliver Kaipara's Long-Term Plan in line with legislative requirements.	Planning for the Long-Term Plan commenced earlier than previous LTP's, and Council staff have used Long Term Plan briefings to keep elected members informed of progress ensuring no surprises.

Significance and engagement/Hirahira me ngā whakapāpā

Source documents form part of the consultation under s82 of the LGA2002. All of the source documents will be referenced in the CD and made available on the Kaipara District Council website.

This LTP process is following statutory requirements and the CD will be used to consult with the community.

Next steps/E whaiake nei

Council staff will prepare for the scheduled community engagement and consultation activities for the month of March.

Attachments/Ngā tapiritanga

A	Significant Forecasting Assumptions
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B	Infrastructure Strategy
C	Strategic Activity Management Plans (SAMP) (7) including SAMP overview <i>(due to the size of this document, this document can be accessed from the governance meeting section of the KDC website).</i>
D	Activity Profiles (9) including Intro to Activity Profiles
E	Environmental Scan 2020